

LANCASTER COUNTY JUVENILE DETENTION OFFICER

NATURE OF WORK

This is responsible work supervising juveniles confined to a secure detention or placed within a staff secure facility.

Work involves maintaining security including the safety of residents, staff and the public. Primary work functions include performing duties related to juvenile daily care within the housing units, operating Central Control, conducting juvenile intake and release activities and transporting residents outside the facility. Supervision is received from an administrative superior with work reviewed in the form of successful behavior management, facility security and resident safety and communication effectiveness.

EXAMPLES OF WORK PERFORMED

Supervise and ensure the safety and security of residents throughout transport to and from the court system, medical appointments and other assigned transport sites; supervise and escort residents within the facility; assist in scheduling resident transport activities; perform routine and scheduled vehicle maintenance and safety checks.

Coordinate, direct, manage and observe resident daily activities and ongoing resident behavior; initiate disciplinary and restraint actions as needed to modify or control resident behavior; organize, facilitate and participate in behavioral, educational and recreational groups and activities for residents; assist in providing new employee training; attend relevant training and staff meetings as scheduled.

Conduct facility, resident and visitor searches/security checks; escort residents within the facility and to scheduled court, medical or assigned appointments as needed; refer residents to medical or mental health professionals, provide first aid/CPR, dispense and document medications and treatments per physician orders; conduct suicide and crisis interventions as appropriate.

Process computer intake and discharge interviews with residents; perform computerized screening, imaging and fingerprinting activities; process juvenile property, money and relevant judicial bonds and fines; inform residents and parents/legal guardians of facility guidelines and requirements.

Facilitate food service preparation, distribution and cleanup; perform general cleaning and maintenance duties including laundry, housekeeping and inventory; perform routine and scheduled vehicle maintenance and safety checks.

Manage Control Center functions; control access into and through the facility; coordinate emergency response activities; receive and direct facility mail and telephone calls.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the principles and practices related to juvenile detention.

Knowledge of behavior modification techniques utilized in a closed or secure environment.

Some knowledge of computer hardware components and general computer software applications.

Ability to physically restrain a juvenile whose behavior is harmful to self or others or whose behavior jeopardizes security.

Ability to use sound judgment in evaluating situations, making decisions and taking corrective action.

Ability to communicate with and obtain the cooperation of youth and family members from a wide range of social, economic and culturally diverse backgrounds.

Ability to establish and maintain effective working relationships with residents, co-workers and the general public.

Ability to communicate effectively both orally and in writing.

Ability to accurately prepare and maintain written and computerized records.

Ability to react calmly and purposefully during crisis or emergency situations.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in criminal justice, human development or a related behavioral science field including some experience working with juveniles in a social service, detention or corrections program.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent supplemented by college course work in criminal justice, human development or a related behavioral science field including some experience working with juveniles in a social service, detention or corrections program or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENTS

Must possess a valid State of Nebraska driver's license. At the time of employment, must meet facility driving record requirements.

Must be a citizen of the United States and be at least twenty-one (21) years of age.

At the time of employment, must be fingerprinted for a National and State criminal history search; must be free of any convictions of crimes punishable by imprisonment in a state or federal penitentiary for a term of one year or more from which a pardon has not been received; cannot be registered as a Child Abuse or Sexual Offender with the National Child Abuse and Neglect registry.

At the time of employment, must submit to and successfully pass a substance abuse test.

At the time of employment, must pass a physical examination and meet physical and medical requirements of the job classification.

Approved by: _____
Department Head

Personnel Director

4/2001

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